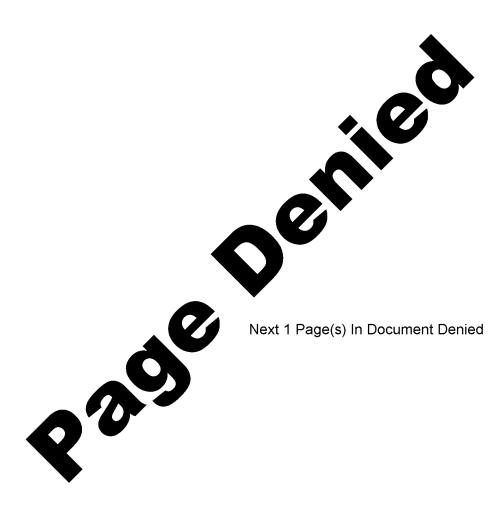
Sanitized Copy	Approved for Release 2010/12/07	7: CIA-RDP90B01390R000100060011-1	Suly.
	RECPT	#	I I
		OCA # 86-3602.	
		21 October 1986	
MEMORANDUM FOR:	Chief, Domestic Security Br	anch, OS	
FROM:	Administrative Officer, OCA	A/DCI	
SUBJECT:	Courier Security Violation		
receptionist (Di document was add document is clas Log Record" is a no one there, he Economic Committ there were no cl	a "CIA Courier delivered a cane Turchetta) in Senate Dir ressed to Mr. Kaufman in GD-sified SECRET. A copy of the ttached. Evidently when the took it to GD-Ol, which is ee, and left the document the assification markings on the tions were reinforced during	Raufman, of the Joint Economic classified document to an uncleared tksen Building Room GD-01." The GO Senate Dirksen Building. The me form 240 "Courier Receipt and a Courier went to GD-03 and found the reception room for the Joint mere. It was double wrapped and a outside envelope. The tirst weeks of September with the total the Hill they are to be	
bring the docume	addressee only. If the add	dressee is not there, they are to be dressee is not there, they are to agressional Affairs Registry. They	
	it dilywhele else.		STAT
don't have the process of the don't have the don't	security, we refuse to allow roper clearances, storage fa	ssing to the Agency. We go to the them to have material if they acilities, etc. Then something as. I don't feel we can just emorandum.	
			STAT
Attachment: as s	tated		



23 October 1986

MEMORANDUM FOR: DOCA

FROM:

AO/CCA

SUBJECT:

CIA Material Being Sent to the Hill

1. Yesterday, I sent you a copy of a memo I wrote to Security about the problem we encountered with Richard Kaufman, Joint Economic Committee staff. The Courier delivered a SECRET document to an uncleared receptionist instead of to Mr. Kaufman.

Courier	Branch.	Several	ith th	ne Chi came	ef and out of	Deputy this me	Chief eting:	of	t he	Mail	and

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b. They have difficulty discerning who on the Hill has what clearances. I told them they should not have to worry about that. We should have the envelope properly addressed, we are responsible to ensure that the addressee has the appropriate clearance for the material. We agreed that CCA will put on the outside envelope the names of any and all cleared persons in the office to which the envelope is addressed. That way if the addressee is not available the Courier will know who else in the office can sign for the envelope. This will mean a bit more work on our part but it is the only way we can be sure that material gets to the appropriate people. For example, if the envelope is addressed to Senator Cohen (his personal office) we will put a list of all appropriately cleared personnel in his office on the outside of the envelope. The Senator obviously is not going to sign for the envelope, but someone must. The Courier will give it only to someone who is listed by us.

- 3. During the meeting, I agreed to keep the Mail/Courier Branch informed of approved storage rooms on the Hill. I also advised them to check with me on clearances if they have questions.
- 4. I strongly recommend that we put out an Agency-wide Notice, addressed to all employees, reminding them that all contact with the Hill is to come through this Office. Other than checking with P&PD and CPAS, I don't know of a way to get a handle on who else may be currently sending material to the Hill without coming through us, but I believe putting out the Notice will help.

STAT